

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff/TR ~~SECRET~~ DATE: 2 October 1958

FROM : Registrar/TR

SUBJECT: Data for Killian Report

1. During the period of 1 April through 30 September 1958, the Office of Training conducted internally, 214 classes in 68 courses. The average weekly enrollment was 523. In addition, 656 employees were approved for training programs at external facilities, both Government and private.

2. Voluntary or off-duty training in foreign languages and monetary awards for designated levels of proficiency in selected, critical languages are two aspects of the Agency's Language Development Program. Off-duty hours training was provided for an average of 279 employees each week. The training consisted of 146 classes in a total of 17 foreign languages. This training was in French, German, and Russian principally, but classes were also conducted in such languages as Arabic, Armenian, Chinese, Czech, Finnish, Greek, Japanese, Persian, Russian, Swahili, and Turkish. The first group of foreign language proficiency awards was approved 28 February 1958. Since then 714 have been authorized. Of these, 34 awards in the total amount of \$2,750 were granted during the period 28 February through 31 March. For the period of this report, however, 680 were authorized for a total of \$82,750. French and German accounted for more than half of the principal total (714); but awards were also granted in such languages as Arabic, Finnish, Indonesian, Norwegian, Serbo-croatian, and Turkish.

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